



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

02-C-2077

November 18, 2002

President Cathy Woolard and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell Street SW
Atlanta, Georgia 30335

RE: Appointment to Tree Conservation Commission

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint **Cynthia Mitchell** to serve as a member of the **Tree Conservation Commission** of the City of Atlanta in the **Real Estate Professional** position. This appointment is for a **term of two (2) years**, scheduled to begin on the date of Council confirmation.

I am confident that Ms. Mitchell will serve the Tree Conservation Commission and the City of Atlanta with distinction. A resume is attached for your perusal.

Sincerely,

A handwritten signature in black ink that reads "Shirley Franklin".

Shirley Franklin

Enclosures

745 Skipper Drive, NW
Atlanta, GA 30318

RESUME

CYNTHIA MITCHELL
Corporate Secretary

E. R. Mitchell Group
404-216-2177

Bachelor of Business Administration, Marketing, Florida A & M University

Ms. Mitchell has over 15 years of construction experience. She is currently working as the Assistant Program Manager under the Program Management Services Contract for Atlanta Public Schools \$540 million Special Purpose Local Sales Tax (SPLOST) Program. As the Assistance Program Manager, Ms. Mitchell manages and oversees school construction renovations and new construction from pre-design through construction completion and occupancy. She holds valuable experience as Owner's Representative in all phases of facilities procurement, including agency approvals, programming, design development, monitors project cost, and occupancy.

Ms. Mitchell has managed multiple projects ranging from \$1mm to \$45mm as a Project Manager. Responsibilities included construction inspection, shop drawing review, as-built drawings, cost estimates, payment request, change orders, record logs and negotiating changes and claims. Conducted job meetings and assisted in preparing monthly progress reports and schedules.

In addition to her role as Project Manager, Ms. Mitchell has worked as an EEO officer, implementing affirmative action plans on four major projects which included preparing bid packages for minority participation, submitting monthly MBE participation reports and prepared certified payroll.

A partial listing of Ms. Mitchell's project experience includes:

- Grove Park Gymnasium
- Sutton Middle School
- B. T. Washington High School
- Usher Middle School
- Atlanta Stadium Renovations
- Chamblee Grading
- Solitary Confinement Cells
- Piedmont Parking Deck